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# Visitors and Volunteers' Safeguarding Policy

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Reviewed: September 2023    Next review: September 2024

## Policy Statement

Walter Halls Primary is committed to ensuring that the school site is safe and healthy for employees, for students, for visitors (including contractors) and for anyone else who might be affected by our work activities.

This policy applies to anyone visiting the school who is not an employed member of staff; this could include but is not limited to Governors, Volunteers, Contractors, Agency staff and NST.

Walter Halls Primary is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the Equal Opportunity Policy document.

## Procedures

These procedures are informed by guidance from the Walter Halls Primary Safeguarding Policy.

Wherever possible reception should be aware of which visitors are expected and who they are visiting.

All visitors to the school MUST report to reception on arrival and departure, identify themselves with photographic ID and sign in through the electronic InVentry sign in system.

All visitors will be identified by wearing a visitor's badge and allocated lanyard; this indicates whether an enhanced DBS check has been evidenced. Failure to provide adequate identification may lead to a visitor being refused entry to the school. The school receptionist will provide an information leaflet (Appendices 1) of the school's safeguarding team and health and safety/site procedures.

Any presentations provided by an external visitor must be checked prior to being shown to students (to be checked by the organising member of staff).

Visitors will be accompanied by a member of staff at all times for the duration of their visit with the exception of:

- **Governors** – once an enhanced DBS has been issued a governor will be provided with a Walter Halls Primary lanyard for any visits to site and they must sign in as an authorised (DBS prechecked) visitor on InVentry. If forgotten, a visitor lanyard will be issued, which must be visible at all times.
- **Contractors** – it is the school's intention that all contractors on site are kept to a minimum with work scheduled out of hours or school holidays. There are occasions when emergency repairs are required and therefore contractors may be on site during the school day.

Regular contractors and their staff will be recorded on the Non-Employee (contractors) section of the SCR with confirmation that all employment/vetting checks have been completed; they will have received a copy of the school's safeguarding leaflet. These staff may work unsupervised during the school day.

Any contractor not recorded on the SCR will be escorted by a member of the school team throughout their visit.

- **Agency/Supply Staff** – Short term supply staff from an approved agency recorded on the SCR will need to sign in on InVentry as a visitor, wear a visitor's pass and provide photographic ID and a copy of their DBS upon immediate arrival; The agency must have confirmed all preemployment checks before they can teach.

Long term supply will have a Walter Halls ID badge and be added on InVentry as DBS pre-checked and undergo safeguarding and health and safety induction.

Any other agency workers will be added to InVentry as authorised visitors following recording on the SCR. Photographic ID will need to be provided and a visitor's pass worn. If they become regular visitor's ID badges will be provided.

- **Volunteers** – Regular volunteers have to provide two references in support of their request to volunteer in school, and once satisfactory references have been received and they have undertaken a minimum 2 week supervised trial, we will then request a DBS certificate and add to them to the SCR if they are to work unaccompanied. Once these checks are completed they will be provided with a Walter Halls Primary School lanyard upon arrival to the school each visit (to be returned upon departure) and be added onto InVentry as DBS pre-checked.

Occasional one-off volunteers will be required to provide photographic ID at every visit and be signed in as a visitor and accompanied at all times.

#### **DBS Disclosures**

If any of the above companies/contractors advise of a criminal offence on a DBS, then the school risk assessment should be completed and signed off by the Headteacher



## Visiting Professionals

All education settings are required to ensure that any visitor to the setting has had an appropriate risk assessment and that recruitment checks have been completed.

The extent of any assessment and checks will depend on the visitor's role and the purpose of their visit.

If they are not meeting with students and are not left alone, they do not need to be assessed and checked.

All visitors who will have been having contact with children or young people should demonstrate that they are suitably qualified.

If they are having regular unsupervised access to students, they must demonstrate that they have a current enhanced DBS check in place.

This can usually be done via written confirmation from their employer, including visual proof of identification in order to confirm the identity of the person at the setting.

This could apply to e.g. a social worker, educational psychologist, supply staff or an organisation delivering an activity such as drama or sports.

It is the responsibility of the senior leadership or management team to ensure that appropriate safeguarding support for visitors is in place.

### The visitor should:

Report to reception on arrival and departure

Identify themselves with photographic ID

### The school should:

- Keep a record of all visitors to the setting
- Identify all visitors whilst at the setting e.g. through wearing a visitor's badge and lanyard
- Tell the visitor who the safeguarding contacts are and how to report concerns or other problems & difficulties.
- Ensure that the visitor is not left alone with children or young people unless appropriate.
- Ensure that the appropriate protocol is followed if taking a child or young person off the premises.
- Let parents know if the setting is asking professionals to provide services or stage an event for their children or young people.
- Inform the visitor of procedures in the event of a fire, and other relevant health and safety information.
- If someone at the setting is not identifiable, staff should respectfully ask them for identification and the purpose of their visit. If the response is unsatisfactory, it is to be reported to the senior leadership team immediately.

The school reception area, and at designated spaces throughout the school, has a single sheet with details of the safeguarding team, and their contact details.

## Visitors – Safeguarding checks

### GOVERNORS

On InVentry as DBS pre-checked.

Must wear visitor lanyard / ID badge.

### VOLUNTEERS

Check list held in the office. If they are on the list, then we do not to see the DBS as these checks have already been undertaken and details recorded.

We will need to see photo ID if we have not seen the visitor before.

Regular visitors are issued with a numbered key fob.

All visitors must sign in InVentry.

### SUPPLY

Short term:

Check photo ID and DBS copy, obtain SLT authorisation before issuing a visitors pass / lanyard.

Long term supply:

Will have Walter Halls Primary school key fob and will be on InVentry as DBS pre-checked.

### CONTRACTORS

If not on the approved / pre-checked contractor list then we would need to see the visitor's DBS.

We would also check photo ID if we had not seen the visitor before.

Need to sign on InVentry as a visitor.

**ALL VISITORS – when handing their visitor badge and lanyard to them, make it clear to the visitor that they must both be worn and visible at all times (the badge must not be attached to the lanyard).**

**Fire evacuation procedures are on the reverse of the lanyard.**

If the visitor is none of the above they must provide photo ID (passport or drivers licence). If the visitor cannot be provide DBS confirmation, please advise the member of staff who comes to collect the visitor that they are not be left unattended. That staff members is to be responsible for the visitor whilst on site.

## **Welcome to Walter Halls Primary School**

The school recognises that the safety, welfare and care of children are paramount. We are therefore committed to the highest standards in protecting and safeguarding the children entrusted in to our care at all times. If you have any concerns about the safety or welfare of a child, you must inform us without delay. Information about the appropriate members of staff to contact can be found on the attached safeguarding leaflet.

### **Health & Safety**

Your safety and wellbeing during your stay are important to us. As a visitor you have a legal duty to care for the Health & Safety of yourself and others. All accidents and injuries must be reported to reception.

### **Smoking**

The school operates a strict no smoking policy which we ask you to respect.

### **Security**

Please do not enter classrooms unless escorted by a member of staff, or by prior arrangement

### **Property**

The school accepts no responsibility for any loss or damage to visitor's property.

### **Mobile phones**

These must be turned to silent when in teaching areas. Videoing and photography is strictly prohibited unless prior authorisation from the GDPR officer has been documented in writing.

### **Emergency**

If the fire alarm should sound please leave the building by the nearest safe exit, follow all signage to the assembly point designated to you upon arrival. `

**If any safeguarding concerns should arise during your visit please ask to speak to one of our DSL's**

**Gail Holmes – Family Support Worker**

**Kerrie Chandler – Child Welfare Officer**

**Emma Beardah – Headteacher**

**Jo Glover – Deputy Head Teacher**

**Lee Neal – Assistant SENCO**

### Walter Halls Designated Safeguarding Leads (DSL's)

If you are concerned about a child being at risk of harm or if a child says something of concern to you then please inform the school safeguarding leaders immediately. If it is out of school hours or you cannot reach a leader and a child may be at imminent risk of harm then you can call Children and Families direct on **0115 8764800**.

**Safeguarding is everyone's responsibility.**



**Gail Holmes** – Family Support Worker and Safeguarding Lead

[gail.holmes@walterhalls.nottingham.sch.uk](mailto:gail.holmes@walterhalls.nottingham.sch.uk)



**Kerrie Chandler** – Child Welfare Officer and Deputy Safeguarding Lead

[Kerrie.Chandler@walterhalls.nottingham.sch.uk](mailto:Kerrie.Chandler@walterhalls.nottingham.sch.uk)



**Emma Beardah** – Head Teacher/DSL across whole school

[Headteacher@walterhalls.nottingham.sch.uk](mailto:Headteacher@walterhalls.nottingham.sch.uk)



**Jo Glover** – Deputy Head/SENCO/DSL across whole school

[senco@walterhalls.nottingham.sch.uk](mailto:senco@walterhalls.nottingham.sch.uk)



**Lee Neal** – Assistant SENDCO F1 to Year 1

[Lee.neal@walterhalls.nottingham.sch.uk](mailto:Lee.neal@walterhalls.nottingham.sch.uk)

Are you worried about the safe behaviour of an adult on school site—a member of staff or school leader? In the first instance this should be discussed directly with the headteacher. If you have concerns about the headteacher please contact the Chair of Governors, Safeguarding Governor or LADO—see contacts below

James Sullivan—Chair of Governors [cog@walterhalls.nottingham.sch.uk](mailto:cog@walterhalls.nottingham.sch.uk) 07973124521

[LADO@nottinghamcity.gov.uk](mailto:LADO@nottinghamcity.gov.uk)

Caroline Hose LADO—Local Authority Designated Officer 0115 8764762